

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Senior Personnel Analyst	Job Family: 2
General Classification: Management	Job Grade: 30

Definition: To provide direct staff support by performing research, studies and a variety of analytical reports on personnel issues, plus other related duties. This position requires the ability to make independent decisions.

Distinguishing Characteristics: This is the advanced journey-level class in the Personnel Analyst series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including involvement in recruitment and selection, employee relations, investigating sensitive personnel situations, classification, compensation, benefits, training, affirmative action program and managing outside contracts. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

Receives direction from the Employee Services Director.

May exercise direct and indirect supervision over assigned professional, technical and clerical personnel.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Supervise recruitment and selection functions for the City; perform recruitments from initial recruitment planning to final hire, including: writing announcements and advertisements, developing interview questions, performance tests, assessment centers and other testing procedures.
2. Interpret, explain and apply personnel rules and regulations, programs, policies, and laws to employees, the public and department heads; answer questions and provide information on sensitive and confidential matters.
3. Oversee and coordinate Employee Services Department programs such as benefits administration, employee relations and labor negotiations.
4. Coordinate various employee training programs utilizing consultants and outside trainers; develop and conduct training as part of the supervisory training.

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5. Perform research on personnel-related topics; prepare written summaries of information or detailed reports for the Employee Services Director, City Manager, or others, as necessary.
6. Maintain the City's compliance with Title I ADA requirements and the City's Affirmative Action Program.
7. Manage complex personnel problems including investigations of highly sensitive and confidential issues such as sexual harassment, discrimination claims or employee misconduct; develop strategy; recommend corrective action or disciplinary measures; prepare and/or review predisciplinary letters for potential Skelley hearings; prepare and/or review final disciplinary letters; and advise supervisors and department heads on proper disciplinary procedures.
8. Participate in contract negotiations with represented groups; sit at the bargaining table; research options during negotiations; present options; assist in strategy development for management.
9. Manage grievance and/or formal appeals process, including developing defensive strategies with City Attorney's Office and/or outside legal counsel.
10. Implement classification and salary studies; make and negotiate recommendations; write job specifications.
11. Develop new recruitment advertising and public relations techniques with special emphasis on obtaining qualified candidates from protected classes and candidates for classifications which are difficult to fill; may include field recruitment work.
12. Coordinate special personnel-related projects; manage the work of outside consultants when used.
13. Act as Employee Services Director in his/her absence.
14. Assist Director in annual compensation and benefits recommendations for management, professional and front-line employees, including conducting salary and benefits surveys of other agencies, as necessary.
15. Process and approve personnel actions as necessary (i.e., out-of-class pay requests, acting pay requests, miscellaneous other actions).
16. Write policies (out-of-class pay, maternity leave, sexual harassment and reporting procedures), as assigned.

17. Participate in City-wide committees such as Safety Committee, Employee Management Committee and Americans with Disabilities Act Committee.

Minimum Qualifications:

Knowledge of: Principles and practices of public personnel administration; principles and practices related to the following: recruitment and selection, test development, job analysis, classification, labor relations, compensation, organizational development, safety and sources of information related to local government personnel practices and training materials; human resources information management systems, policies and practices; State and Federal legislation and court cases affecting human resources administration; personnel rules and regulations; principles of supervision, performance appraisal and program management; modern public sector management methods and techniques; training and organization development; employee-employer relations processes.

Ability to: Analyze and evaluate extensive data effectively and objectively; prepare oral and written reports and recommendations clearly, logically and concisely; exercise significant maturity, confidentiality and judgment; work with sensitivity within a complex labor relations environment; conduct professional investigations; gather, interpret and analyze data; present persuasive arguments/recommendations; negotiate solutions; learn quickly; work independently; interact effectively under pressure; develop comprehensive plans from general instructions; communicate effectively orally and in writing with City officials, department heads, other City employees and the public; plan, lead and coordinate the work of others; facilitate groups; and maintain positive relationships with employees and the public; interpret and apply various personnel-related policies, procedures, rules and regulations, MOUs, and State and Federal laws; complete multi-faceted projects, activities and/or functions with good attention to detail; meet with the public and all levels of employees to discuss and resolve problems tactfully, courteously and effectively; conduct organizational, procedural and statistical research studies and analyses and prepare comprehensive reports.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Two years of recent and increasingly responsible analytical experience in personnel administration within a personnel or employee relations office in local government is desirable. Lead experience is desirable. Equivalent to a bachelor's degree from an accredited college or university with major course work in Human Resources or a related field.

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Established January 1994

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CLASS SPECS

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